QUEEN'S UNIVERSITY SUPPORT STAFF
POSITION SUMMARY

DEPARTMENT: Athletics & Recreation

POSITION NUMBER: 00104764

TITLE: Coordinator, Accounts Receivable and Cash Operations **GRADE:** 6

Job Summary

Reporting to the Manager, Finance and Staffing (Manager), the incumbent is responsible for the day to day finance operation for accounts receivable and the extensive point of sale and cash operation. The incumbent assists with developing and implementing financial policies, internal controls, procedures and guidelines for the department.

The incumbent prepares and oversees the department's invoicing (receivables), point of sale, cash flow and bank procedures ensuring compliance with university policies and procedures. The incumbent is responsible for cash flow practices, audit control, preparing and reconciling of bank deposits and accounts, HST application, reporting and preparation of cash and account reports. Other areas of receivables under the responsibility of this position would be, but not limited to, payroll deduction, invoicing, miscellaneous deposits, on-line web sales, and journals.

Key Responsibilities

- Oversee the accuracy, timelines, collection and reconciliation of the department point of sale, cash flow and bank accounts; resolve issues that arise, referring more serious concerns to the Manager and senior staff.
- Coordinate, monitor, compile, and reconcile the department's various point of sales systems. Liaise with Financial Services on tax implications and apply as required. Audit all sales, and provide final reports to the Manager and/or department staff as required.
- Balance and prepare regular reports to Financial Services on the business general ledgers and bank accounts required to support the business operation of the department. These accounts include the varsity travel clearing account, the payroll deduction account, the cash clearing account, the point-of-sale accounts receivable and transfer account, and the bank reconciliation of two accounts. The incumbent has signing authority on bank accounts.
- Ensure sufficient cash flow is available to respond to Department requirements. Balance monthly petty cash systems. Determine appropriate procedures are in place to support business operation. Oversee Corporate and Merchant numbers required to run the accounts receivable programs.
- Oversee weekly cash disbursements and reconciliations providing reports to department staff as required.
- Oversee the preparation, distribution, receiving, reconciliation and submission of program-related travel requests.
- Provide input to the Manager in the review, development and implementation of administrative and financial policy, procedures and guidelines for the department.

- Make recommendations to develop/refine procedures related to accounts receivable, point of sale and cash deposit/reconciliation and assist with implementation of others. Ensure appropriate back-up procedures are in place.
- Establish and monitor ticket production and sale procedures for athletic events. This includes the ticket printing, the preparation of ticket logs and an audit of tickets returned against sales.
- Prepares miscellaneous invoices and follows up with statements/collection on outstanding debts.
- Oversees the day-to-day workload and assignments of the Financial Clerk that supports accounts receivable and payroll.
- Maintains organized electronic and hard copy financial files for the Unit, and adheres to internal audit policies. Prepares reports and responds to inquiries.
- Respond to inquiries and requests received in person, by email, or by phone; and provide accurate information in a timely manner.
- At the request of the Manager/Director serve on department committees and working groups.
- Provide assistance for full time and casual payroll submissions on a bi-weekly and monthly basis, as well as the backup for accounts payable.
- Other duties as assigned by Manager

Required Background

- Three-year post secondary education in accounting, university degree preferred
- 3 to 5 years experience in administration and finance
- Consideration for equivalent combination of education and experience

Special Skills

- Excellent communication, listening and interpersonal skills
- Excellent computer and office skills in particular Mircosoft Office, Word and Excel
- Sound knowledge of financial, bank and office practices are required
- Demonstrated ability to work under the pressure of inflexible deadlines and the demand for accuracy is essential
- Professionalism, commitment to high levels of confidentiality, keen attention to detail and strong client focus with the capacity to build credible work relationships
- Analytical, interpretive and problem-solving skills
- Knowledge of university procedures, policies, and regulations
- Ability to recognize possible compliance issues and treat matters appropriately
- Organizational skills with the ability to manage priority conflicts
- Ability to work independently and as part of a team
- Adaptability to respond to changing legislative, policy and/or procedures

Decision Making

- Determines the application of HST tax and rebates.
- Make daily operational decisions and resolve problems within guidelines.
- Determines the appropriate course of action when responding to inquiries and provides information within established guidelines
- Determine when problem is sufficiently complex to involve the Manager. Makes recommendations and/or provides background information to assist in decision making

- Make recommendations for procedural changes, and help implement approved changes.
- Resolve cash deposit problems
- Appropriately allocate resources, and determine appropriate account codes.
- Determine appropriate method to use in evaluation of data or compilation of reports.
- Assess trends displayed in reports, and highlight areas of interest or concern.
- Prioritizes workload to meet deadlines and provide timely response to clients

Supervisory Responsibilities

	YES	NO
Does this position have any supervisory responsibilities?	X	
If yes to the above question, which of the following duties does the incumbent perform for employees who report to him/her?		
-The right to hire or to make the effective recommendation to do so		X
-The right to fire or to make the effective recommendation to do so		X
-Handling disciplinary matters including issuing written warnings		X
-Conducting performance appraisals		X
-Delegating work and ensuring that it is satisfactory	X	

Signatures

	Date
Incumbent	
	Jan. 25, 2013
Department Head	